

LIQUIDATION OF PRE-98-1 TRAVEL ADVANCES

For a travel advance liquidation and a travel expense voucher to combine and net out on the warrant, the vendor address must be identical on both transactions. Some P01 mail code addresses do not match the 001 mail code exactly. This problem is likely to occur when a pre 98-1 travel advance is liquidated with mail code 001 and the expense voucher is processed with P01 mail code. The transactions will not combine if the addresses are not identical.

To avoid this situation, use the 001 mail code on both the travel advance liquidation and travel expense voucher transactions. Most 001 mail codes were inactivated with Release 98-1. The 001 mail code can be reactivated by contacting the Vendor Registration Help Line at (517) 373-4111. This reactivation will only be done to liquidate pre 98-1 travel advances.

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